

# CITY OF SAINT CHARLES

## EMPLOYMENT OPPORTUNITY



*Discover.*

<b>Job Title</b>	Fleet Mechanic
<b>Department</b>	Public Works – Street Division
<b>Posting Date</b>	March 22, 2010
<b>Closing Date for Resumes/Applications</b>	April 2, 2010
<b>Salary</b>	\$23.1559 hourly
<b>Exempt/Non-exempt</b>	Non-exempt / Represented
<b>Status</b>	Full-time

The City of Saint Charles Public Works Department is recruiting for a full-time Fleet Mechanic. The purpose of this position is to perform maintenance on vehicles and mechanical equipment for various City departments.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned**

- Uses personal basic hand tools to perform related vehicle and equipment service and repair.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Welds various metals and cutting materials.
- Changes and repairs tires and tubes.
- Obtains oil samples from various equipment and prepares packages for mailing to testing laboratory for analysis.
- Assists with evaluation of mechanical equipment and vehicles, and performs or schedules needed repairs.
- Assists with analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Maintains records, ability to enter and retrieve work orders, inventory information in the Fleet Maintenance Computer Program.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field. Associates degree preferred. Ability to weld various metals and three years of related experience, or any equivalent combination of education and experience. Applicants must possess personal set of basic hand tools for use in vehicle and equipment repairs. Valid MO Class A Commercial Drivers License with air brakes, tanker, hazardous material and passenger endorsement required.

### **Contact Information**

Interested applicants should forward a resume or application with salary history to:

The City of St. Charles, Human Resources Department, 200 North Second Street, St. Charles, MO 63301. Fax 636-940-4606. Email [HR@stcharlescitymo.gov](mailto:HR@stcharlescitymo.gov). Additional information and applications can be found on the careers tab of our website [www.stcharlescitymo.gov](http://www.stcharlescitymo.gov). No phone calls please.

St. Charles is an Equal Employment Opportunity Employer and participates in E-Verify.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

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